TOWN OF READING, MASSACHUSETTS

Town Manager acting on behalf of the Reading Public Library

REQUEST FOR PROPOSALS TEMPORARY LIBRARY FACILITY GENERAL CONDITIONS AND NOTICE TO PROPERTY OWNERS

- Sealed proposals for the supply of the above to the Town of Reading ("Town") will be received by the Town Manager's Office, 16 Lowell Street, Reading, MA. 01867 no later than 2:00 pm September 9, 2013. (At which time all proposals received will be recorded in the presence of such Proposers as desire to be in attendance. No proposals will be accepted after the time and date specified)
- 2. The Proposer must submit their signed proposals in separate sealed envelopes clearly marked:

Price Proposal: RFP for Temporary Library Facility
Non-Price Proposal: RFP for Temporary Library Facility

Both envelopes should be addressed to: Robert W. LeLacheur, Jr. CFA, Town Manager, 16 Lowell Street, Reading, MA. 01867

Telephone responses and faxed replies will not be accepted. No responsibility shall be attached to any person or persons for the premature openings of proposals not properly marked.

- 3. Proposals that are incomplete, not properly endorsed, or signed, or which are otherwise contrary to these instructions may be rejected as informal by the Town Manager. Conditional proposals will not be accepted. The Town reserves the right to reject any and all proposals and to make an award in a manner deemed in the best interest of the Town.
- 4. All submitted proposals and associated lease/rental prices must be guaranteed to the Town for a period of sixty (60) calendar days from the date of the proposal opening. The successful proposer will be required to guarantee their proposal in writing to the Town of Reading.
- 5. The successful proposer will not be permitted to either assign or underlet the contract/lease nor assign either legally or equitably, any monies hereunder, or its claim thereto, without the prior written consent of the Town Manager.
- When submitting a proposal, the Proposer shall submit one (1) original and four (4) copies of the Proposal and if the Town accepts said proposal, it shall constitute part of the contract for lease.

- 7. The proposal must cover all contingencies, including the meeting of all requirements under the provisions of Massachusetts General Laws, Chapter 30B and Chapter 7, section 40J, which requires a disclosure of beneficial interests to be filed with the Deputy Commissioner of the Division of Capital Asset Management.
- 8. Before submitting a proposal, each Proposer must make a careful study of all specifications and proposal/contract requirements and fully assure themselves as to all requirements, restrictions and conditions of this proposal associated with any offer of property/premises for lease by the Town.
- 9. If proposers have any questions concerning the terms and conditions set forth in this Request for Proposals, said questions must be submitted in writing to the Owner's Project Manager, James Kolb, STV Construction Inc., 321 Summer Street, Boston, MA. 02210 or email james.kolb@stvinc.com, no later than five (5) business days prior to the date provided for submission of proposals. No further consideration will be given after the proposal opening.
- 10. The successful Proposer will be required to indemnify the Town for all damage to life and property that may occur due to the Proposer's negligence or that of their employees, subcontractors, etc., in connection with the property/premises to be offered for lease including any work performed or business conducted on or at said property by the Proposer, his agents, subcontractor's, etc., or other tenant's other than the Town during any part of any negotiations or while a Lease Agreement may be in effect with the Town. The Town will be named as an additional insured on all insurance policies providing this protection.
- 11. Proposals may be withdrawn without penalty prior to the time and date specified for the proposal opening. Requests to withdraw a proposal must be made in writing, addressed to Robert W. LeLacheur, Jr. CFA, Town Manager, 16 Lowell Street, Reading, MA. 01867.

GENERAL CONDITIONS & REQUIREMENTS

Any/all property/premises offered to the Town for use as a temporary Public Library location, comes with the following requirements/restrictions that the successful proposer will be bound to as part of the contract for the lease of said property/premises.

1. In accordance with the provisions of Massachusetts General Law, Chapter 30B, the Reading Public Library, through the Reading Town Manager, is seeking to lease property/premises for a temporary location in which to offer Public Library service to the community, beginning March 15, 2014 and extending for twenty (20) months thereafter, while the current Public Library facility undergoes a major expansion and renovation. As part of the Lease, the Town must be given the option to extend the Lease an additional period of time past the original 20 month

period, if so necessary. Depending on the construction schedule of the Library project, this additional time period could range from one (1) month to six (6) months.

- 2. As such, the Town is requesting proposals from interested parties who wish to lease their property/premises to the Town for this said purpose. All property/premises to be considered must be located within a five mile radius of the existing Library.
- 3. Property to be leased will be acquired under the provisions of Massachusetts General Laws, Chapter 30B, § 16, according to the evaluation criteria listed in this Request for Proposals (RFP).
- 4. The terms and conditions of the Lease offered must be acceptable to the Town including, but not limited to, certification that the premises are in compliance with environmental and hazardous waste laws, that the Proposer is not actively engaged in any activity to cause the discharge or accumulation of hazardous waste, that the premises are not in violation of any applicable zoning, building, or subdivision laws or regulations, and that the Proposer has obtained all applicable approvals, licenses or other permits from any governing Town Departments or Boards.

The Lease should:

- a. name the parties to the Lease and the responsible parties to receive any notices under the Lease;
- b. incorporate by reference the proposal chosen, including a detailed description of the leased property;
- c. specify the duration of the lease, including any renewal, extension, or other options. If the lease will include a renewal option, you must specify how the rent will be determined for the renewal period. (You are not required to retain sole discretion to exercise options in real property agreements as you are for supplies and services; contracts. However, you should consider the value of having sole control over the ability to extend lease agreements.);
- d. identify the payment terms, including when payments are due;
- e. spell out all of the responsibilities and obligations of the parties for tax, maintenance, cleaning, utilities, rubbish disposal, snow removal, liability and casualty insurance, etc.;
- f. specify that Lease amendments must be in writing and signed by the Lessor or those individuals authorized to contract on behalf of the Lessor,

- g. specify what constitutes cause to terminate the Lease, what notice must be provided prior to termination, and what opportunity must be granted to correct any problem;
- h prohibit any activity that would constitute a violation of the conflict of interest law (M.G.L.c.268A);
- i. specify that the lease constitutes the entire agreement and that there are no agreements other than those incorporated therein; and j. require a certification of tax compliance by the Lessor (M.G.L. c.62C, §49A) and a disclosure of beneficial interests (M.G.L.c.7, §40J).
- 5. The Proposer will grant a right of entry to the Town and its agents to conduct all such necessary investigations, inspections and measurements as may be required in the Town's judgment, necessary to determine if the offered premises are suitable for the Library's use.
- 6. The offered premises/area to be leased by the Town, must be delivered free of occupants and tenants at the time of Lease signing.
- 7. The "Proposer" may be any individual or group of owners who wish to combine their properties, or any parts thereof, for the purpose of offering said properties/premises for lease to the Town n response to this RFP.

DESCRIPTION / ATTRIBUTES OF PREMISES BEING SOUGHT

- 1. Premises must offer accessibility to the population of Library users. Existing handicap accessibility or ability to conform to handicap/ADA requirements is mandatory.
- 2. The preference is for the Premises to be located within the physical boundaries of the Town of Reading, Massachusetts. However the Town is amenable to other locations within a five (5) mile radius of the existing facility. Those sites located closer to the current Library location and the Downtown area of the Town will receive higher preference than those located in an outlying location.
- 3. Functionality of building components will be reviewed, such as complete handicapped accessibility, accessible restrooms (or the ability to easily install such), whether it is a single story site, has adequate/up-to-date heating & air conditioning capabilities, adequate lighting levels for Library use, etc.
- 4. Ability to accommodate any required tenant fit-up and accommodate a Broadband connection for a computer network.

- 5. An acceptable level of security and the location of other businesses within the proximity of the offered site that are open during daytime, evening and weekend hours, is there adequate exterior lighting, etc.
- 6. Availability of suitable parking that is safe/secure for patrons to use and is adjacent or close to the leased premises, requiring a minimum of at least twenty (20) parking spaces.
- 7. Overall size of facility needed should be a minimum of 8,000 square feet and up to 12,000 square feet.
- 8. Premises offered must be available for build-out no later than November 15, 2013.
- 9. Flexibility to extend the Lease at the option of the Library on a month-to-month basis for a maximum of six (6) additional months past the initial 20 month lease period.

SUBMISSION REQUIREMENTS

Proposers must submit one (1) original and four (4) copies of both the Non-Price Proposal and the Price Proposal with all required information.

The Non-Price Proposal must be submitted in a sealed envelope bearing on the outside the name and address of the Proposer and be labeled:"Non-Price Proposal: "RFP for Temporary Library Facility". **The Non-Price proposal** should describe the attributes of the property being submitted; as it relates to the requirements listed above.

The Price Proposal must be submitted in a sealed envelope bearing on the outside the name and address of the Proposer and be labeled: "Price Proposal: RFP for Temporary Library Facility". Please utilize the **Form For Bid** located later in this RFP as the basis for your Price Proposal.

Complete proposal packages must be received by 2:00 PM, Monday September 9, 2103, by Town Manager, 16 Lowell Street, Reading, MA. 01867.

Each Proposer must submit the following to be considered responsive and responsible:

- 1. Completed and signed Form For Bid, (Non-Price Proposal) included in this RFP.
- 2. All proposals must be signed by the Proposer or a representative of the Proposer authorized to act on behalf of the Proposer

- 3. A plan showing the layout of the premises, if available. RFP proposals for only a portion of the premises must show and state the area in square feet that is being offered.
- 4. Documentation for **each** ATTRIBUTE OF PREMISES BEING SOUGHT, as listed in this RFP
- 5. All information as required/requested under the General Conditions & Requirements.
- 6. All proposals must contain all of the required forms (certificate of non-collusion and tax compliance certification, and Disclosure Statement) as provided herein, properly filled out and signed.
- 7. Proposers must submit a copy of the Draft Lease agreement that they would require the Town to enter into for the Lease of the offered premises.
- 8. Proposers may submit any other information they believe is relevant to the premises they intend to offer or concerning the Lease or any special terms/arrangements any Proposer proposes to offer.

EVALUATION CRITERIA

The Town will evaluate all proposals to determine the most advantageous proposal from a responsible and responsive Proposer taking into consideration all criteria, requirements set forth in this Request for Proposals and price. In evaluating proposals, the Town will take into consideration all factors concentrating on the following evaluation criteria:

- 1. The location of the premises and square footage offered. Proximity to the Downtown area will be given a preference, but these are not the sole determining factors in the selection.
- 2. Functionality/adaptability of the offered premises to meet the needs of the Library operations.
- 3. Price

SPECIFIC SELECTION CRITERIA

The following questions pertain to the requirements listed in this RFP. These questions will be applied to all Proposals submitted. As applicable, the question will receive one rating of Highly Advantageous, Advantageous, Not Advantageous or Unacceptable. This rating will determine each proposal's overall favorableness as a potential site for the Temporary Library Facilities.

Question #1 - Does the Premises offer accessibility to the population of Library users through existing handicap accessibility or ability to conform to handicap/ADA requirements?
☐ Highly Advantageous: Offered Premises provides/meets all handicap accessibility/ADA requirements at no additional costs.
☐ Advantageous: Offered Premises can be modified to provide/meet handicap/ADA requirements at no/low cost.
□ Not Advantageous: Offered Premises must be retrofit to provides/meets handicap/ADA requirements at significant costs.
☐ Unacceptable: Offered Premises cannot provide for or meet handicap/ADA requirements.
Question #2 – Is the Premises located within the physical boundaries of the Town of Reading, Massachusetts or within a 5 mile radius of the existing library?
$\hfill \square$ Highly Advantageous: Offered Premises is located within the Town of Reading within a 2 mile radius of the existing Library
$\hfill \square$ Advantageous: Offered Premises is located within a 5 mile radius of the existing Library.
$\hfill \square$ Unacceptable: Offered Premises is located more than 8 miles from the existing Library.
Question #3 – Does the Premises offer functionality, such as handicapped accessible restrooms, whether it is a single story site, adequate/up-to-date heating & air conditioning capabilities, adequate lighting levels for Library use?
☐ Highly Advantageous: Offered Premises is functional for Library purposes with a sufficient 'footprint'; adequate/up-to-date heating & air conditioning capabilities and lighting levels for Library use.
□ Advantageous: Offered Premises is somewhat functional for Library purposes with sufficient space; adequate/up-to-date heating & air conditioning capabilities and lighting levels for Library use.
☐ Unacceptable: Offered Premises is not functional for Library purposes

Question #4-Does the Premises have the ability to accommodate any required tenant fit-up, and the ability to accommodate a Broadband connection for a computer network?

- Highly Advantageous: Offered Premises is suitable for library use, ready to move in, requires no tenant fit-up, and is able to accommodate wiring for library computer network(s).
- Advantageous: Offered Premises provides most required amenities and requires minor tenant fit- up.
- Not Advantageous: Offered Premises requires significant tenant fit-up.
- Unacceptable: Offered Premises in not capable of accommodating required tenant fit- up.

Question #5 -What is the availability of suitable parking and is the parking surface in good condition, safe/secure for patrons to use, is it adjacent or close to the leased premises, requiring a minimum of at least twenty spaces. ☐ Highly Advantageous: Offered Premises provides adjacent parking in good condition and maintenance at no extra cost. ☐ Advantageous: offered Premises provides convenient parking with some extra cost. □ Not Advantageous: Offered Premises parking space requires work at high cost. ☐ Unacceptable: Offered Premises does not provide convenient parking. Question #6-Overall size of the facility needed must be between 8,000-12,000 square feet. ☐ Highly Advantageous: Offered Premises offers at least 8,000-12,000 square feet of open floor plan. □ Advantageous: Offered Premises offers 8,000-12,000 square feet over multiple floors. □ Not Advantageous: Offered Premises is divided in separate but adjacent areas.

☐ Unacceptable: Offered Premises is not at least 8,000 square feet in size.

Question #7- Will the Offered Premises be available for build out no later than mid- November 2013?
☐ Highly Advantageous: Offered Premises can be made available within the time frame needed without conflicts and no/low legal costs.
☐ Unacceptable: Offered Premises cannot be made available within the time frame needed.
Question #8-Will the Offered Premises have the flexibility to extend the Lease at the option of the Library on a month-to-month basis for a maximum of six (6) additional months past the initial 20 month lease period?
☐ Highly Advantageous: Offered Premises lease can be extended without conflicts and no/low legal costs.
☐ Unacceptable: Offered Premises lease cannot be extended.
Question #9-Will the cost include all customary triple-net items such as taxes, water/sewer, snow removal, common area maintenance (if any), and insurance?
☐ Highly Advantageous: Offered Premises lease include all customary triple net items.
□ Advantageous: Offered Premises lease includes some customary triple-net items.
□ Not Advantageous: Offered Premises lease does not include customary triple-net items.

SELECTION PROCESS

A Selection Committee will evaluate all proposals based upon the above criteria and will recommend the proposal deemed to be in the best interest of the Town.

One Lease will be awarded to the one responsive and responsible Proposer who the Town determines offers the most advantageous proposal, taking into consideration all required qualifications, submission requirements and comparative selection criteria set forth in the RFP, as well as price. Emphasis in selecting a site shall be placed on the site's suitability to the Library's intended use. Upon selection of a proposal, if any, that the Town determines is a good choice based upon the evaluation criteria listed herein, the Town will negotiate the terms of the lease with the Proposer.

If the Town selects a proposal but is unable to come to an agreement with the Proposer over the Lease terms, the Town may, at its option, reject said proposal and begin negotiations with their second choice proposal, if any. If the Town determines that none of the proposals received offers a site and/or an associated lease that is in the best interest of the Town, then all proposals will be rejected; this Request for Proposals will be cancelled and no lease shall be made.

This Request for Proposals does not commit the Town to award a contract/sign a Lease, to pay any costs incurred in the preparation of a response to this request, or to procure or contract for any offered premises. In the evaluation of any or all proposals, the Town, at its discretion, may obtain technical support from outside sources. The Proposers will agree to fully cooperate with the personnel of such outside sources in the evaluation of their proposal. Failure to cooperate or respond in a timely manner to the needs of the Town in this procurement may result in the rejection of your proposal.

FORM FOR BID (PRICE PROPOSAL) TOWN OF READING, MASSACHUSETTS

The undersigned proposes to furnish space for a Temporary Library Facility for the Reading Public Library for the lease price specified below.

Property Location (by street address):
Reading Assessor's Map (Lot & Parcel Number):
Area (in square feet) of premises offered:
A. The proposed monthly lease payment for year one isdollars
B. The proposed monthly lease payment for the first six (8) months of year two isdollars
C. The total proposed lease payment sum for (DURATION) (ADD together 12 months of A 8 months of B above): \$ (in numbers)
(in words)
D. The proposed monthly lease payment for the optional extension period (up to six months) of year two isdollars
The proposed monthly lease payment includes the following (please check all that apply): Please provide a monthly estimated cost for each item that is not included in the base monthly lease payment. Estimated Monthly Cost
☐ Property Taxes \$
☐ Building Insurance \$
☐ Building Maintenance \$
☐ Ground Maintenance, including Snow Removal \$
Utilities – Heating \$
Utilities – Electric \$
☐ Utilities – Water/Sewer \$

Please detail any Activity Use Limitations (AUL of record or otherwise proposed. If there are no sheets if necessary.	s), if any, or other use limitations and easements one, please state NONE. Attach additional
In submitting this bid, it is understood that the Treject any or all bids and to waive any informaling it is also agreed that this bid may not be withdrappening of bids without the consent of the Town	ity in bidding if it be in the public interest to do so. awn prior to sixty (60) days from the date of
Owner(s) Name:	
Owner(s) Address:	
City, State, Zip:	
Telephone Number:	FAX Number:
Email Address:	

BID SIGNATURES PAGE

Signature for Individual

Name of Company Telephone Number		
Name and Title of Individual Authorized to Sign Fax Number		
Signature Date		
Signature for Partnerships (must be	signed by ALL general partners)	
Name of Partnership Date		
Name and Title of Partner Signature		
Name and Title of Partner Signature		
Name and Title of Partner Signature		
Telephone Number of Company Office	s Fax Number of Company Offices	
Use additional sheet it necessary		

BID SIGNATURES PAGE CONTINUED

Signatures for Corporation

Name of Corporation Date	
Printed Name and Title of Duly Authorized Company Officer	Signature
	Corporate Seal (affix below)
Telephone Number	
Fax Number	
E-Mail Address	
FID Number	
Signature of Clerk	
Please furnish the following additional in	formation:
Incorporated in what state?	
President:	
Treasurer:	
Secretary:	
If you are a foreign (out of state) corpora	ation, are you registered with the Secretary

If you are selected for this work, you are required, under M.G.L. Chapter 30 §391, to obtain from the Secretary of State, Foreign Corporation Section, a certificate stating that your corporation is registered, and to furnish said certificate to the Town of Reading before award.

Commonwealth in accordance with the provisions of M.G.L. Chapter 156D § 15.03?

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this proposal or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

Signature of individual submitting proposal or proposal	
Name of business	

TAX COMPLIANCE CERTIFICATION

Pursuant to M.G.L. c. 62C, §49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Signature of person submitting proposal or proposal

Name of business

DISCLOSURE STATEMENT PARTY TO REAL PROPERTY TRANSACTION WITH A PUBLIC AGENCY M.G.L. c. 7(C), s. 38 (formerly M.G.L. c. 7, s. 40J)

The undersigned party to a real property transaction with a public agency hereby discloses and certifies, under pains and penalties of perjury, the following information as required by law:

1) REAL PROPERTY:
2) TYPE OF AGREEMENT, TRANSACTION, or DOCUMENT:
3) <u>DISCLOSING PARTY'S NAME AND TYPE OF ENTITY (IF PARTY IS NOT AN NDIVIDUAL)</u> :
4) ROLE OF PARTY (Check appropriate role):
Lessor/LandlordLessee/Tenant
Seller/GrantorBuyer/Grantee
Other (Please describe):
5) The names and addresses of all persons and individuals who have or will have a direct or indirect beneficial interest in the real property excluding only 1) a stockholder of a corporation the stock of which is listed for sale to the general public with the securities and exchange commission, if such stockholder holds less than ten per cent of the outstanding stock entitled to vote at the annual meeting of such corporation or 2) an owner of a time share that has an interest in a leasehold condominium meeting all of the conditions specified in M.G.L. c. 7(C), s. 38, are hereby disclosed as follows (attach additional pages if necessary):
NAME RESIDENCE

- (6) None of the above- named persons is an employee of the Division of Capital Asset Management and Maintenance or an official elected to public office in the Commonwealth of Massachusetts, except as listed below (insert "none" if none):
- (7) The individual signing this statement on behalf of the above-named party acknowledges that he/she has read the following provisions of Chapter 7(C), Section 38 (formerly Chapter 7, Section 40J) of the General Laws of Massachusetts:

No agreement to rent or to sell real property to or to rent or purchase real property from a public agency, and no renewal or extension of such agreement, shall be valid and no payment shall be made to the lessor or seller of such property unless a statement, signed, under the penalties of perjury, has been filed by the lessor, lessee, seller or purchaser, and in the case of a corporation by a duly authorized officer thereof giving the true names and addresses of all persons who have or will have a direct or indirect beneficial interest in said property with the commissioner of capital asset management and maintenance. The provisions of this section shall not apply to any stockholder of a corporation the stock of which is listed for sale to the general public with the securities and exchange commission, if such stockholder holds less than ten per cent of the outstanding stock entitled to vote at the annual meeting of such corporation. In the case of an agreement to rent property from a public agency where the lessee's interest is held by the organization of unit owners of a leasehold condominium created under chapter one hundred and eighty-three A, and timeshares are created in the leasehold condominium under chapter one hundred and eighty-three B, the provisions of this section shall not apply to an owner of a time-share in the leasehold condominium who (i) acquires the time-share on or after a bona fide arm's length transfer of such time-share made after the rental agreement with the public agency is executed and (ii) who holds less than three percent of the votes entitled to vote at the annual meeting of such organization of unit owners. A disclosure statement shall also be made in writing, under penalty of perjury, during the term of a rental agreement in case of any change of interest in such property, as provided for above, within thirty days of such change. Any official elected to public office in the commonwealth, or any employee of the division of capital asset management and maintenance disclosing beneficial interest in real property pursuant to this section, shall identify his position as part of the disclosure statement. The commissioner shall notify the state ethics commission of such names, and shall make copies of any and all disclosure statements received available to the state ethics commission upon request. The commissioner shall keep a copy of each disclosure statement received available for public inspection during regular business hours.

DATE	(PARTY'S NAME DISCLOSED IN PARAGRAPH 3)	
AUTHORIZED SIGNAT	URE	
PRINT NAME		
TITI F		

(8) This statement is hereby signed under penalties of perjury.

DISCLOSURE STATEMENT FOR TRANSACTION WITH A PUBLIC AGENCY CONCERNING REAL PROPERTY M.G.L. c. 7(C), s. 38 (formerly M.G.L. c. 7, s. 40J)

INSTRUCTION SHEET

NOTE: The Division of Capital Asset Management and Maintenance (DCAMM) shall have no responsibility for insuring that the Disclosure Statement has been properly completed as required by law. Acceptance by DCAMM of a Disclosure Statement for filing does not constitute DCAMM's approval of the Disclosure Statement or the information contained therein. Please carefully read M.G.L. c. 7(C), s. 38 which is reprinted in Section 7 of the Disclosure Statement.

Paragraph (1): Identify the real property, including its street address, and city or town. If there is no street address then identify the property in some other manner such as the nearest cross street and its tax assessors' parcel number.

Paragraph (2): Identify the type of transaction to which the Disclosure Statement pertains – such as a sale, purchase, lease, etc.

Paragraph (3): Insert the exact legal name of the disclosing party. Indicate whether the disclosing party is an individual, tenants in common, tenants by the entirety, corporation, general partnership, limited partnership, LLC, or other entity. If the disclosing party is the trustees of a trust then identify the trustees by name, indicate that they are trustees, and add the name of the trust.

Paragraph (4): Indicate the role of the disclosing party in the transaction by checking one of the blanks. If the disclosing party's role in the transaction is not covered by one of the listed roles then describe the role in words.

Paragraph (5): List the names and addresses of **every** legal entity and **every** natural person that has or will have a **direct or indirect** beneficial interest in the real property. The only exceptions are those stated in the first paragraph of the statute that is reprinted in section 7 of the Disclosure Statement form. If the disclosing entity is another public entity such as a city or town, insert "inhabitants of the (name of public entity)." If the disclosing party is a non-profit with no individual persons having any beneficial interest then indicate the purpose or type of the non-profit entity. If additional space is needed, please attach a separate sheet and incorporate it by reference into paragraph 5.

Paragraph (6): Write "none" in the blank if none of the persons mentioned in paragraph 5 are employed by DCAMM. Otherwise list any parties disclosed in paragraph 5 that are employees of DCAMM.

Paragraph (8): Make sure that the Disclosure Statement is signed by the correct person. If a disclosing party is a corporation, please make sure that the Disclosure Statement is signed by a duly authorized officer of the corporation as required by the statute reprinted in paragraph 7 of the Disclosure Statement.

The completed and signed Disclosure Statement should be mailed or otherwise delivered to: Deputy Commissioner for Real Estate Division of Capital Asset Management and Maintenance One Ashburton Place, 15th Floor, Boston, MA 02108